



# Memorandum

**TO:** CITY COUNCIL

**FROM:** Mayor Chuck Reed  
Councilmember Pete Constant  
Councilmember Sam Liccardo  
Councilmember Rose Herrera

**SUBJECT:** ACTIONS RELATED TO  
TEAM SAN JOSE

**DATE:** December 3, 2010

**APPROVED:**

**DATE:**

**RECOMMENDATIONS:**

Approve staff recommendations from the December 2, 2010 Supplemental Memo with the following modifications:

**Recommendation 1:** Direct the City Manager to submit the spending reduction plan to City Council for approval before a contract for the expansion of the Convention Center is executed, but not later than the City's Mid-Year Budget report.

**Recommendation 2:** Direct the City Manager to present a report in February 2011 for City Council review of the amendments to the Management Agreement.

- *Specific to Item 2c:* The Team San Jose/Convention and Visitors Bureau City Council Liaison and the City Administration liaison will have full access to all information provided to the Team San Jose Board of Directors and will receive information at the time it is disseminated to the rest of the Board members.

**Recommendation 3:** Direct the City Manager to prepare a workplan and schedule for issuing a new Request for Proposals (RFP) for review by the Rules and Open Government Committee at the last meeting in February 2011. Further direction includes:

- Presentation of the main elements of the RFP to the Public Safety, Finance and Strategic Support Committee after February 2011, and the final RFP to City Council for approval not later than June 2011.
- In the preparation of the RFP, staff shall analyze existing and new models for operating the Convention and Cultural facilities and establish criteria that best demonstrates a process by which to evaluate best practices in the industry, the models and operational accountability.

The Supplemental Memo also references a staff proposal to engage a consultant to provide industry-specific knowledge and monitor Convention Center operations. We strongly endorse this recommendation and direct the City Manager to provide the City Council with a status report on the workplan and performance measures when the consultant is retained.